



NASA Procedural Requirements

NPD 1000.3B

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2009**COMPLIANCE IS MANDATORY**[Printable Format \(PDF\)](#)

Subject: The NASA Organization w/Change 25 (07/06/2006)**Responsible Office: Office of Human Capital Management**

[| TOC](#) | [ChangeHistory](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) | [Chapter5](#) |
[Chapter6](#) | [Chapter7](#) | [ALL](#) |

Chapter 7: The Organizational Change Process

7.1 Changes to Mission Statements and Organizational Charts Within the Mission Support Office of Institutions and Management, the functional support office, the Office of Human Capital Management is responsible for the administration of the NASA organizational change process.

7.1.1 Mission statements and organizational charts will be revised to reflect either of the following:

- a. Revision in the responsibilities of a Headquarters office or a Center.
- b. Establishment of or changes to existing internal or external relationships with organizations, especially those organizations that rely on NASA for service or support in the accomplishment of their programs.

7.1.2 APPROVAL LEVELS REQUIRED FOR CHANGES TO MISSION STATEMENTS AND ORGANIZATIONAL STRUCTURES.

7.1.2.1 The Associate Administrator for Institutions and Management will approve all organizational structures for the Mission Directorates and Mission Support Offices for Headquarters.

7.1.2.2 The OIC's will approve their mission statements and organizational structures below the division level. The corresponding organizational charts will be maintained by the OIC and will not be published in this document.

7.1.2.3 The Center Directors, with concurrence from the applicable Mission Directorate, will approve all mission statements and organizational structures for those organizational elements subordinate to their offices and directorates. The corresponding organizational charts will be published in the Center Directives System, and copies will be provided to the cognizant Headquarters Center Executive (HCE).

7.1.3 DOCUMENTATION NEEDED FOR HEADQUARTERS ORGANIZATIONAL CHANGES

- a. A memo from the proposing official to the AA for Institutions and Management describing the rationale for all major changes. When the proposed changes may affect bargaining-unit employees, appropriate union notification will also be described in the memo.
- b. A new or revised mission statement which includes a narrative about the mission statement, responsibilities, line of succession, any special relationships, and an organizational chart. The Office of Human Capital Management will prepare the actual page changes to this NPD along with the necessary Action Document Summary (ADS); therefore, the requesting offices need not prepare "final" copy of the mission statement or chart.
- c. A current onboard position analysis and a proposed position plan based on the approved ceiling which reflect the number of positions by supervisor, scientist and engineer, professional and administrative, and clerical and support categories, as well as the total number of SES positions. The plan should also reflect an analysis of any proposed staffing or SES pay-level increases or decreases. This analysis will also address the effect of the proposed changes on tracked metrics such as the supervisor/employee ratio.

7.1.4 COORDINATION PROCESS FOR HEADQUARTERS OFFICES.

- a. The Office of Human Capital Management will review the submittal, prepare the revised mission statement, organization chart, and the ADS, and submit the package concurrently to the Chief Financial Officer, the General

Counsel, the Inspector General, all Headquarters HCEs, and any other Headquarters office impacted by the proposed change.

b. Each reviewing official will concur or provide reasons for opposing the action. Nonconcurrences will be referred to the submitting office for resolution. Remaining conflicts will be resolved by the AA for Institutions and Management.

c. Upon completion of the final approval, the changes will be incorporated into the NASA Online Directives Information System (NODIS). Agency Directives Managers will receive electronic copies.

7.1.5 COORDINATION PROCESS FOR CENTERS. Concurrence from the respective HCE and coordination with affected Mission Directorates are required prior to final approval by the Center Director for changes to the Center mission statements and organizational structures. An electronic version of the revised documents (mission statement and Center-level organization chart) shall be sent to the Office of Human Capital Management for incorporation in this NPD.

7.1.6 ACTION TO EXPEDITE PROCESSING. During the planning stage of any organizational change, originators are encouraged to discuss the proposed changes with all stakeholders prior to submission into the formal approval process. Early coordination will enable these offices and the originators to identify and resolve any issues, eliminating potential delays in the formal approval process.

7.1.7 ANNOUNCEMENTS AND OTHER POST-APPROVAL ACTIONS. Special care should be taken to avoid premature release of information prior to final approval. The organization undergoing change is responsible for preparing announcements and other post-approval actions. At Headquarters, this action will be cleared with the AA for Institutions and Management. At the Centers this action will be cleared with the cognizant HCE. Public statements and press releases on changes to The NASA Organization will be issued by the Office of Strategic Communications, NASA Headquarters, after appropriate coordination with external entities.

7.2 CHANGES TO NASA CHARTERS

7.2.1 NASA Charters: Established/revised to reflect any of the following:

a. Establishment of a new charter as mandated by statute, Executive Order, or the Administrator.

b. Revalidation, including extension, of an existing charter.

7.2.2 APPROVAL LEVELS FOR CHARTERS. The Administrator or designee will approve Agency level charters.

7.2.3 DOCUMENTATION REQUIRED FOR PROPOSALS TO ESTABLISH/CHANGE CHARTERS.

a. A memo from the proposing official, through the AA for Institutions and Management, to the Administrator describing/justifying the need for establishment or rationale for changes. When the proposed changes may affect bargaining-unit employees, appropriate union notification will also be described in the memo.

b. A new or revised charter that clearly reflects changes. The Office of Human Capital Management will prepare the actual page changes to this NPD along with the necessary Action Document Summary (ADS); therefore, the requesting offices need not prepare a "final" copy of the charter.

7.2.4 COORDINATION PROCESS FOR CHARTERS

7.2.4.1 The Office of Human Capital Management will review the submittal, prepare the revised charter and the ADS, and submit the package concurrently to the Chief Financial Officer, the General Counsel, the Inspector General, all Headquarters HCEs, and any other Headquarters office impacted by the proposed change.

7.2.4.2 Each reviewing official will concur or provide reasons for opposing the action. Nonconcurrences will be referred to the submitting office for resolution. Remaining conflicts will be resolved by the Associate Deputy Administrator for Systems Integration.

7.2.4.3 Upon completion of the final approval, the changes will be incorporated into the NASA Online Directives Information System (NODIS). Agency Directives Managers will receive electronic copies.

7.2.5 ACTION TO EXPEDITE PROCESSING. During the planning stage of any charter change, originators are encouraged to discuss the proposed changes with all stakeholders prior to submission into the formal approval process. Early coordination will enable these offices and the originators to identify and resolve any issues, eliminating potential delays in the formal approval process.

7.2.6 ANNOUNCEMENTS AND OTHER POST-APPROVAL ACTIONS. Special care should be taken to avoid premature release of charter changes prior to final approval by the Administrator. The organization proposing the change is responsible for preparing announcements and other post-approval actions. At Headquarters this action will be cleared with the AA for Institutions and Management. At the Centers this action will be cleared with the cognizant HCE. Public statements and press releases on changes to The NASA Organization will be issued by the Office of Strategic Communications, NASA Headquarters, after appropriate coordination with external entities.

| [TOC](#) | [ChangeHistory](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) |
[Chapter5](#) | [Chapter6](#) | [Chapter7](#) | [ALL](#) |

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